

INDIAN INSTITUTE OF MANAGEMENT INDORE

Detail of Recruitment Notification no.1/2016

Online applications are invited for direct recruitment to the following posts:

S.No.	Name of the Post	Number of posts	Type	Pay Band and Grade Pay	Age Limit [^]	Category
1	Executive Engineer (Electrical)	1	Contract	Rs.15600-39100/- Grade Pay Rs.6600	45 years	Unreserved
2	Officer	1	Regular	Rs.15600-39100/- Grade Pay Rs.5400	45 years	OBC (For Mumbai campus)
3	Accounts Officer	1	Regular	Rs.15600-39100/- Grade Pay Rs.5400	40 years	Unreserved
4	Medical Officer	2 (Preferably 1 Female)	Regular	Rs.15600-39100/- Grade Pay Rs.5400 plus NPA	45 years	Unreserved
5	Nurse	3 (Preferably 1 Female)	Regular	Rs.9300-34800/- Grade Pay Rs.4200	35 years	Unreserved
6	Electrical Engineer	1	Regular	Rs.9300-34800/- Grade Pay Rs.4200	35 years	Unreserved
7	Executive Assistant	1*	Regular	Rs.9300-34800/- Grade Pay Rs.4200	35 years	Unreserved (Post reserved for Internal Promotion from eligible IIM Indore staff. In case no suitable candidate is selected internally, the post would be filled through direct recruitment.)
8	Executive Assistant	2	Regular	Rs.9300-34800/- Grade Pay Rs.4200	35 years	OBC
9	General Duty Assistant	8 ^{^^}	Regular	Rs.5200-20200/- Grade Pay Rs.2800	30 years	3 – Unreserved, 1 – SC, 3 – ST, 1 – OBC (2 posts reserved for HH and OH, PwD candidates out of these 8 in horizontal reservation)

Important Notes :

1. Please note that one position each of Officer and Executive Assistant is for Mumbai Campus. Please also note that these positions like all others are transferable in future and only Initial deployment would be at Mumbai.
2. ^ Age relaxation would be provided as per applicable central government rules.
3. ^^ Please note that two out of the eight positions of General Duty Assistant are reserved for Differently Abled Candidates (PwD/PH) for horizontal reservation. (One position for OH – Locomotor disability or Cerebral Palsy candidates and one position for HH – Hearing Impairment candidates). Please also note that persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation.
4. Please note that the reserved category applicants, who apply against posts meant for unreserved category, are not entitled to get age relaxation. However, the applicants belonging to PwD category are entitled to get age relaxation as admissible to them for the posts meant for unreserved category, if such posts are identified as suitable for the PwD category.
5. *For position mentioned at Sr. No.7, please note that while the post is reserved for internal candidates, the institute also solicits applications from external candidates for direct recruitment to the post should it remain unfilled by internal candidates. In case the post gets filled by internal candidate, the demand drafts submitted by the external applicants would be returned by the Institute. Appropriate announcement in this regard shall be made on our website in due course and candidates are therefore requested to check the career section of our website regularly.
6. For OBC candidates, in case of selection besides NC-OBC certificate, a declaration would also be required to be submitted by the candidate stating that he/she does not belong to the creamy layer as on the last date of submission of online application.

Detail of Qualifications, Experience and Other terms and conditions:

1. Executive Engineer (Electrical) – On contract

(a) Minimum Educational Qualifications:

BE/BTech in electrical engineering with at least 55% marks or its equivalent with excellent academic record.

(b) Minimum Work experience:

At least five years at similar position in central/state government organizations or public sector units or universities or autonomous institutions.

2. Officer

(a) Minimum Educational Qualifications:

PG Degree with 55% marks or its equivalent with excellent academic record.

(b) Minimum Work experience:

At least five years at similar position in central/state government organizations or public sector units or universities or autonomous institutions.

3. Accounts Officer

(a) Minimum Educational Qualifications:

CA/ICWA with good knowledge of computerized accounting and related softwares.

(b) Minimum Work experience:

At least five years at similar position in central/state government organizations or public sector units or universities or autonomous institutions.

4. Medical Officer**

(a) Minimum Educational Qualifications:

MBBS or equivalent degree from a university recognized by the IMC. Person with MD/MS in general medicine will be preferred.

(b) Minimum Work experience:

At least five years of clinical experience as Medical Officer in recognized hospitals or universities or institutes. In case of MD/MS, the minimum experience may be three years.

** Note: Medical Officers would be required to stay in the accommodation to be provided within the Campus as per their entitlement and are expected to be available as and when required.

5. Nurse

(a) Minimum Educational Qualifications:

A bachelor degree/diploma in nursing from a recognized institution.

(b) Minimum Work experience:

At least three years of nursing experience in hospitals recognized by the central or state nursing council.

6. Electrical Engineer

(a) Minimum Educational Qualifications:

BE/BTech in electrical engineering with at least 55% marks or Diploma in electrical engineering with at least 60% marks, or their equivalent with excellent academic record.

(b) Minimum Work experience:

At least three years at similar position in central/state government organizations or public sector units or universities or autonomous institutions.

7 & 8. Executive Assistant (For External Candidates)

(a) Minimum Educational Qualifications:

A bachelor degree with at least 55% marks or its equivalent with excellent academic record and well versed in computer office applications.

(b) Minimum Work experience:

At least three years at similar position in central/state government organizations or public sector units or universities or autonomous institutions.

9. General Duty Assistant

Minimum Educational Qualifications:

A bachelor degree with at least 55% marks or its equivalent with excellent academic record and well versed in computer office applications.

General Information and other terms and conditions:

1. All positions will remain open until filled. After the due date, applications received will be reviewed every three months against the positions that remain unfilled.
2. Candidates are advised to visit this section of our website regularly for all the updates/information in this regard.

3. The Institute reserves the right to increase/decrease the number of positions/vacancies advertised for recruitment during the process; not to fill up any / all position(s) / select or reject any candidate without assigning any reason thereof.
4. The pay scales are indicative. IIM Indore would be happy to consider an appropriate salary (which may be higher or lower than the scale mentioned against the post) and may also relax the age limit appropriately in exceptional deserving cases.
5. Mere fulfilling of the minimum qualifications and experience will not confer any right to the candidates for being called for interview or/and for his/her selection. For counting the post qualification experience, the final marks sheet of the minimum qualification mentioned, should have been obtained before the start of counting of the experience. The last date till which the experience would be counted is October 19, 2016.
6. The Institute will communicate only with the short-listed candidates.
7. No correspondence of any sort will be entertained in this regard during or after the process.
8. Canvassing in any form will be a disqualification.
9. The Institute requires the selected candidates to join immediately.
10. No TA/DA will be paid for attending the interview.
11. Last date for submission of duly filled in application through online link is **October 19, 2016**.
12. Based on the number and quality of applications received, the Institute may decide to conduct a written cum skill test for the positions in the pay band 1 and 2 (mentioned at serial numbers 5,6,7,8 & 9 above) either for all the eligible candidates or only for the candidates shortlisted by the Institute for the same. For positions in the pay band 3 (mentioned at serial numbers 1,2,3 & 4 above) the Institute may decide to conduct a written examination or personal interviews or both or any other test(s) deemed appropriate.
13. "No person: -
 - (a) Who has entered into or contracted a marriage with a person having a spouse living, or
 - (b) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to serviceProvided that the Institute may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of the rule".
14. In-service candidates, who wish to apply, are required to inform their department heads before applying. An NOC from Head of the department would be required to be submitted by the candidates in case they are shortlisted.

Application Fee

- (i) Candidates, who wish to apply for more than one position, are advised to submit a separate application for each position.
- (ii) Candidates, who belong to SC/ST/PwD category and women candidates are exempted from paying any application fee. An application fee of **Rs.1000/-** (Rupees one thousand only) each for the positions mentioned at serial numbers 1, 2, 3 and 4, and **Rs.500/-** (Rupees five hundred only) each for all other positions is required to be submitted by the male candidates belonging to General and OBC categories. The accepted mode of payment for this purpose would be Demand Draft only. Fee submitted in any other manner would not be accepted.
- (iii) Please note that the application fee is **non-refundable**.

How to apply

- (i) Candidates are required to submit their online applications through the link provided for the same after duly checking their eligibility for the position they are applying for.
- (ii) On successful submission of their online application, candidates would receive an acknowledgement e-mail with a copy of their filled in form on the e-mail address provided by them in the online application form. A print out has to be taken of the form received in the acknowledgement mail and has to be sent to us after signing it.
- (iii) In case a candidate does not receive acknowledgement mail, the spam folder may be checked. If it is not there in the spam folder, the candidate may write to us at career@iimidr.ac.in with "Recruitment 2016" in the subject line but not later than 24 hours after the last date of submission of online application. We'll get back in one or two working days confirming the status of receipt of application or otherwise in such cases only. All such candidates may re-apply, in the meanwhile, in their own interest on or before the last date of submission of online application i.e. **October 19, 2016**.
- (iv) Application fee is required to be submitted in the form of account payee Demand Draft (DD) in favour of "**INDIAN INSTITUTE OF MANAGEMENT INDORE**" payable at **INDORE**. In order to make their application valid, candidates are required to mention their particulars (Name, mobile, Aadhaar/PAN and Position applied for) on the reverse of the DD and post/courier the same along with a duly signed printout of the application form received as acknowledgement in the e-mail at the time of submission of online application to "Personnel Office, IIM Indore, Prabandh Shikhar, Rau - Pithampur Road, Indore-453331 (M.P)", so as to reach IIM Indore latest by **November 1, 2016**. IIM Indore will not be responsible for any postal/courier delays/ misplacements.
- (v) Candidates who are exempted from the payment of application fee would be required to send only the duly signed print out of their application form (s) at the afore-mentioned address so as to reach IIM Indore by **November 1, 2016**.
- (vi) Applications submitted in any other manner than the above mentioned procedure would not be processed. Moreover, applications submitted online but not providing complete information would also not be processed.